

**STATE OF INDIANA****DEPARTMENT OF WORKFORCE
DEVELOPMENT****Formal Communication**

Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>

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TO: WIB Directors

FROM: William R. Miller, Director, WIA Administration

DATE: October 8, 2003

**Workforce Investment Act - Technical Assistance Bulletin
WIA-TAB 2003-000****Workforce Investment Act Technical Bulletins**

The Department of Workforce Development will start issuing bulletins called Workforce Investment Act – Technical Assistance Bulletins (WIA-TAB). Each bulletin will address a specific topic. The bulletins will be numbered with the program year of the issuance followed by a three digit numeric identifier. The identifier will be sequenced numbers and will start over with each program year. The last page of each issuance will provide a log of all WIA-TABs issued including the WIA-TAB number and the subject matter contained in the bulletin.

The objective for these bulletins is to provide formal, additional guidance to DWD, WIBs and service providers. It is DWD's opinion that policies often address issues at a very high level leaving a significant number of questions once we start to work at the more detailed levels. These bulletins are intended to address specific issues not fully covered in the DWD policies. We expect them to be user-friendly and helpful to all.

These bulletins fall under the DWD heading of a "Formal Communication" and as such will be issued under the signature of the Director of WIA Administration. They will be issued to the WIB Directors and selected DWD staff. They will also be posted to the DWD web site. Please share this (first) bulletin and the subsequent ones with your staff and your service providers.

